

**CONTRACT NAME: AGREEMENT BETWEEN KMM SERVICES, INC. AND
DAVIS JOINT UNIFIED SCHOOL DISTRICT**

BRIEF DESCRIPTION OF CONTRACT: This is an agreement to convert existing electronic building site plan of Birch Lane Elementary school to AutoCAD format.



March 6, 2018

David Burke, Director of Facilities
Davis Joint Unified School District
526 B Street
Davis, CA 95616

Project: Birch Lane Elementary School

Subject: Proposal to converting existing electronic site building plan to CAD format.

Dear Dave,

KMM Services, Inc. (KMM) is pleased to provide this fee proposal for the above-mentioned project.

1.0 Project description

1.1 Overview:

- A. It is Davis Joint Unified School District's (DJUSD) desire to convert existing electronic building site plan of Birch Lane Elementary school to AutoCAD format.

2.0 Scope of Services

2.1 Building Site Plans generated into CAD format:

1. Gather, under direction of district representative, available electronic site and building files for the campus.
2. Review existing electronic site and building files to determine the file that most accurately depict the existing campus layout of the buildings.
3. Convert existing electronic file(s) (PDF / TIFF / JPEG) into a usable CAD building floor plan.
4. Visit school site to confirm measurements between buildings to the newly generated CAD file.
5. Develop a unique room ID for each of the spaces on the campus. Some examples of this would be:
 - a. 100.00 and sequentially 101.00, 102.00, 103.00, etc. throughout the classroom wing – classrooms with direct access from exterior or interior hallway.
 - b. 100.01 – workroom accessible from classroom 100.00
 - c. Each of these unique IDs would be placed on the building floor plan in CADD format as well as placed on an Excel spread sheet, both which will be delivered to the district electronically for review and approval.
 - 1) The Excel spreadsheet format will be reviewed with district representative to make sure format and base column information is set up.



KMM Services, Inc.
5433 El Camino Ave., Suite 5
Carmichael, CA 95608
Phone 916.359.4000

3.0 Additional understandings

3.1 Materials and Services Provided by DJUSD:

- A. Electronic files (PDF / TIFF / JPEG) of the site. DJUSD will assist in locating files and coordinate the transmittal of files from Architects and other consultants as required.
- B. Reproduction of drawings and other documents for in-house distribution.

4.0 Compensation

4.1 Basic Services:

Service described under Paragraph 2.0, Scope of Services, will be performed for the Not-To-Exceed fee of **THREE THOUSAND ONE HUNDRED THIRTY-FIVE AND NO/100 (\$3,135.00)** as outlined and broken down below:

<u>SITE/ PROJECT / TASK</u>	<u>BUDGET TASK HOURS</u>	<u>HOURLY RATE</u>	<u>BUDGET LINE TOTAL</u>
Admin sites / Elementary Schools			
No CADD files available:			
Trace / digitize building outlines	3.00	\$ 95.00	\$ 285.00
Site visit to confirm dimensions	8.00	\$ 95.00	\$ 760.00
CADD updates as needed	16.00	\$ 95.00	\$ 1,520.00
2nd site visit for final confirmation	6.00	\$ 95.00	\$ 570.00
Not-to-Exceed (NTE)	33.00		\$ 3,135.00

KMM will not proceed past the NTE amount without prior approval by DJUSD.

5.0 Payment

Invoices for services will be issued at the completion of the task and after electronic files have been received and approved

By: 
For Davis Joint Unified School District

Date: 3/22/18

By: _____
For KMM Services, Inc.
Ronny Kagstrom

Date: March 6, 2018